

INTRODUCTION

In this edition of *'Building a Safe Workplace Together'* we take a look at some options your workplace may consider to promote National Safe Work Month – occurring this month. In addition, following on from recent client requests, we have provided some health and safety tips regarding contractors and the information you should consider requesting from them prior to engagement – we have also included a throw-back to one of our training articles from the past.

We trust that this edition provides you with complementary knowledge that will support your business to improve, establish or maintain positive health and safety behaviours.

The next issue of *'Building a Safe Workplace Together'* will be released in February 2016. As always, if you require any health and safety support – we trust that you will think of us.

OVERVIEW

- What have we been up to lately?
- National Safe Work Month – October 2015
- Contractor Management
- Code of Practice for Safe Autonomous Mining
- Worksafe Injury Hot Spot Tool
- Ergonomics: Safe Workstation Setup Assessor Training
- Training: Working with Short Term Memory
- Health and Safety Prosecution Results

WHAT HAVE WE BEEN UP TO LATELY?

Action OHS Consulting continues to work closely with our clients to build a safer workplace together. Some projects that we have been involved with since our last newsletter include:

- Undertaking a Safe Driving Policy and Fleet Management review looking at (but not limited to) vehicle selection, the relevance of information requested from drivers and managers during the application process, vehicle booking and ongoing maintenance.
- Supporting clients, operating our web-based Health and Safety Management/Compliance System, improve efficiencies in their businesses by broadening their utilisation.
- Conducted a “Safe Workstation Setup: Train the Assessor” training session which saw attendees leave the sessions with confidence and understandings.
- We continued to complete audits against the health and safety standard (AS/NZS 4801:2001) and quality standard (ISO 9001:2008).

NATIONAL SAFE WORK MONTH – OCTOBER 2015

This year, various events and tailored programs are available in each state and often include free information sharing events and webinars. For a full list of calendar events and locations [contact us](#), or visit your health and safety regulator's website.

From a national viewpoint, to support workplaces in raising awareness about work health and safety during the National Safe Work Month Campaign, Safe Work Australia has developed an Electronic Information Kit that can be downloaded from their website. Free resources within this kit include posters and fact sheets that can be customised for your workplace. [Follow this link to view the full list of resources.](#)

Along with placing posters on noticeboards, some ideas that workplaces may use to encourage conversation around health and safety include:

- Encouraging healthy eating options during the week such as a healthy recipe swap.
- Holding a “healthy” morning tea where employees can raise any health and safety concerns during an open forum hosted by the leadership group.
- Organise speakers from industry associations or professional bodies relevant to your workplace.
- Organise first aid training.
- Run a training session on the use of personal protective equipment (PPE), safe workstation set-up, or provide ergonomic assessments for your workers at your workplace.
- Establish or review emergency procedures and conduct an emergency drill.
- Organise staff to undertake health checks such as fitness, medical, skin or eye tests.

During National Safe Work Month, if you have a workplace health and safety question that you are looking for support with, contact us. In less than 5 minutes we will provide you with the direction or guidance that you need – NO CHARGE.

WORLD MENTAL HEALTH DAY – SUNDAY, 10 OCTOBER 2015

World Mental Health Day is marked every year on the same date, 10 October.

In the lead up to this day, can you engage and educate your workers about mental health?

The theme for this year's Mental Health Australia campaign is: Mental Health Begins with Me!

CONTRACTOR MANAGEMENT

It is our experience that when workplaces think about 'contractors' in the workplace, they automatically associate contractors with the construction industry.

However, a contractor is a person, or an organisation, that provides a service for a fee but is not a direct employee of the workplace. This means that people who you engage to perform maintenance activities or provide advice (e.g. consultants, accountants, etc.) are contractors. It also means that every business small, medium or large is likely to engage contractors in one form or another over the course of their operations.

It is important for businesses to understand that workplaces have the same duty of care towards contractors as they do for their employees. To ensure that contractors you engage work safely and do not introduce any unmanaged risks when completing the work; plans should be in place to manage their activities.

Below are a few simple steps that you should consider when next engaging a contractor:

- **Ensure that the contractor is competent to complete the work that you have agreed on.** Gather supporting information to demonstrate competency via qualifications, licences and certificates. Does the contractor have a health and safety management system? Does the contractor have relevant past experience to do the job safely?
- **Ensure that the contractor has considered the hazards associated with the work.** This may be verified by asking the contractor:
 - What hazards they believe they are likely to encounter? In identifying hazards that they are likely to encounter, how do they intend to manage the hazard(s)? Agreed controls should be documented via email or a Job Safety Analysis (JSA).
 - If the work involves high risk construction work, as defined within the health and safety regulations, you should ask the contractor to provide you with a copy of their Safe Work Method Statements (SMWS) – and review this document with them as necessary. It is a legislative requirement for the SWMS to be developed prior to high risk construction works commencing.
- **Manage your risk, ensure the contractor is insured.** Request the contractor to provide you with their most current public liability, professional indemnity and WorkCover insurances (as appropriate).

- **Conduct an induction.** Establish a way to communicate your workplace rules, emergency procedures, hazard/incident reporting processes and organisational specific expectations to the contractor before they commence work. If possible, gather evidence that this has been done.
- **Request contractors (and visitors) to sign-in and sign-out.** This supports emergency management programs and security. At the sign-in/out register, provide site information to support your "induction" requirements (one simple way to gather evidence in line with the suggestion above).
- **Define responsibilities.** Identify which worker(s) in your workplace are involved in managing and/or supervising contractor(s) while they are at your workplace.
- **Monitor work.** Once the contractor has commenced work, your responsibility does not stop! Establish processes that: (i) direct your "responsible worker" (or their delegate) to monitor the contractor's work; and (ii) that deals with non-compliance issues (if identified).

For more detailed information on contractor management [contact us](#).



CODE OF PRACTICE FOR SAFE AUTONOMOUS MINING

The world's first code of practice for safe autonomous mining was approved in September by the Minister for Mines and Petroleum, WA and will be publically released in the coming months.

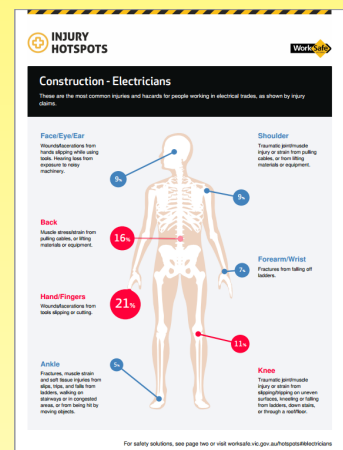
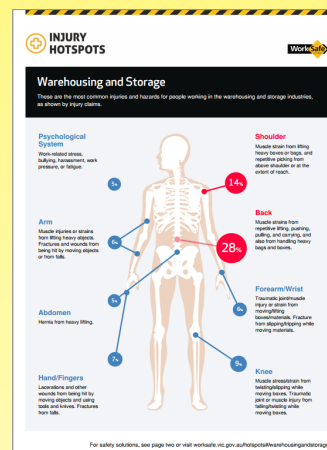
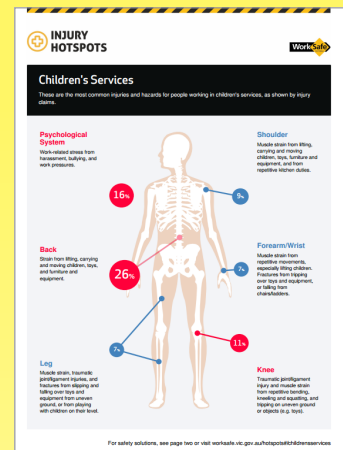
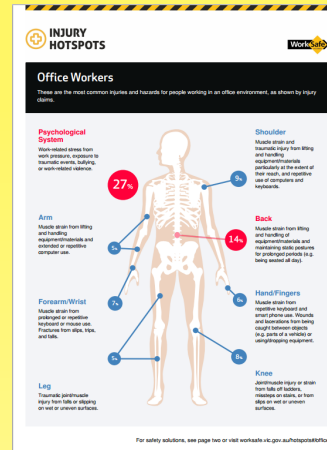
The COP, which took 18 months to develop, will help companies safely introduce and manage autonomous mobile mining systems in their operations. It was developed by the Department of Mines and Petroleum, through a working group of Western Australian industry experts with technical input from experts across the globe.

WORKSAFE INJURY HOT SPOT TOOL

WorkSafe Victoria has updated the injury hotspot interactive tool which features the latest in injury statistics, hazards and risk control measures for more than 40 industries. These industries include:

- Aged Care
- Agriculture
- Ambulance Services
- Automotive Industry
- Children's Services
- Cleaning
- Construction - Carpenters
- Construction - Concreters
- Construction - Electricians
- Construction - Heating and Air Conditioning Installation Industry
- Construction - Labourers
- Construction - Painters
- Construction - Plasterers
- Construction - Plumbers
- Construction - Roofers
- Earth Resources
- Education Sector
- Fast Food Industry
- Fire Services
- Food and Beverage Manufacturing
- Horse Racing Industry
- Local Government
- Manual Handling
- Meat Industry
- Metal Manufacturing
- Motor Vehicle Dealers including Tyre Fitters
- Nurses and Midwives
- Occupational Disease
- Office Workers
- Polymer and Rubber Product Manufacturing
- Prisons
- Retail
- Road Freight Industry
- Security Industry
- Slips, Trips and Falls
- Social Assistance Services
- Specialist Schools
- Stevedoring Industry
- Warehousing and Storage
- Wood Manufacturing
- Young Workers - Construction
- Young Workers - Hospitality
- Young Workers - Manufacturing
- Young Workers - Retail
- Young Workers - Warehousing and Storage

The new and improved injury tool allows employers and workers to learn about the most common types of injuries in their industry and practical solutions of avoiding them.



The tool also has the ability to create "Injury Hotspots Body Map Posters" specific for your workplace.

Workplace consideration:

- Download and Review the Injury Hotspots that are appropriate for your workplace.
- Managers, in consultation with workers who complete the work including Health and Safety Representatives (as applicable), to review the opportunity to manage the foreseeable hazards and implement the proposed controls.

FREE OHS CONSULTATIONS

Does your business employ less than 200 employees? You may be eligible.

Contact us NOW: info@actionohs.com.au

Ergonomics: Safe Workstation Setup Assessor Training

[Beginner/Intermediate Level]

Have the confidence and skills to competently conduct workstation assessments at your workplace.

Why Attend?

Reduce the financial burden associated with workplace injury and time-off.

Managing in house, only needing to engage consultants to undertake "complex" ergonomic assessments.

Understand your workstation equipment purchases – stop wasting money on items that end up in storage.

At the end of the training workshop, attendees will have an understanding of:

Basic principles of human anatomy

The causation of muscle pain and discomfort

What safe workstation posture looks like

The purpose of stretching and rest breaks

How to conduct an assessment

What to look for when purchasing equipment

Manual handling considerations for the office

All attendees are provided with:

A safe workstation setup assessment template

One month's access to our online module "Safe Workstation Setup"

Certificate of Attendance issued by the trainer

Need more information, please contact:
training@actionohs.com.au

Training Registration Form Safe Workstation Setup Assessor

Please return completed form to:
admin@actionohs.com.au

Training will be conducted at Action OHS Consulting's Training Room in Richmond, Victoria

Training Dates

- Thursday 26 November – 9 am to 12 pm
- Make me aware of other training dates
- Conduct training in house – *price on application*

For information on on-site training, please contact:
admin@actionohs.com.au

Attendees Details	
Business Name	
First & Last Name	
Job Title	
Email Address	
Postal Address	
Invoice Details	
Email Address for invoice to be issued	

Attendance is confirmed on payment of the invoice.

Training Information

- ✓ Investment: \$225.00 per person (inc. GST).
- ✓ Registration and coffee from 8:45 am. Course hours 9 am to 12 pm daily.
- ✓ Course documents provided.
- ✓ Refreshments and morning tea provided.
- ✓ Certificated issued to attendee within 10-days of completing the training session.

Cancellation Policy

- ✓ Cancellations, less than 10 day notice prior to course commencement, are non-refundable under any circumstances. However, another person may attend in lieu of the original registrant.

TRAINING: WORKING WITH SHORT TERM MEMORY

Training is critical for all organisations to ensure that workers have the appropriate knowledge and skill to competently complete the inherent requirements of their role safely.

What training looks like varies considerably and will often depend on the training requirement. In this edition of Building a Safe Workplace Together we take a look at blocked practice versus random practice.

In a sporting context, everyone has been exposed to blocked and random practice. When training, by completing Scenario A 3 times, before moving onto Scenario B, and then onto Scenario C (e.g. A, A, A, B, B, B, C, C, C) is referred to as blocked practice; whilst completing Scenario A, B and C in unorganised combinations (e.g. A, C, B, C, B, A, B, A, C) is referred to as random practice.

Blocked practice should produce better performance than random practice during the initial rehearsal /training. Blocked practice is an effective way for the participant to “understand” the components of the individual skill. However, once this skill is understood, it is random practice that facilitates the participant’s ability to retain the skill. Why? Because the participant is required to fully focus on the skill and replay the entire motor pattern. Blocked practice sees the participant make small adjustments to the motor pattern, in line with how they executed the skill on the last occasion.

When designing effective training consider:

- The knowledge of the participants.
 - If the task is new for the worker, schedule training activities to transition from a blocked to a random approach when developing the training materials.
 - For re-training, schedule all training activities in line with random practice.
- How your competency assessments are structured. If the operator can continue to attempt until they pass, does this demonstrate competency or does this demonstrate that they have an ability to use the feedback provided from the knowledge of the last result?



- What do their work tasks look like? If their work requires constant variation in the task; random practice is likely to be more effective.

HEALTH AND SAFETY PROSECUTION RESULTS

September 2015 – Leading Judgement explains who is an officer under the WHS laws.

The ACT Industrial Magistrates Court has delivered the first judgment in Australia interpreting the meaning of “officer” under the harmonised Work Health & Safety Act. In the case of *B McKie v Muni Al-Hasani, Kenoss Contractors Pty Ltd [in liq][2015] ACTIC 1*, the Court found that a senior Project Manager was not required to exercise the duty of care of an officer, being due diligence, because the prosecution failed to prove beyond reasonable doubt that he was an officer of the construction company.

Within the health and safety context, it was held that while the Project Manager had an important role managing particular large scale projects, his role was less significant considering the wider organisational structure of the company which included a separate development business. Although the Project Manager conceded that he participated in making decisions that affected Kenoss’ business, the Magistrate found that there were clear limits to his participation in this regard. A distinction was drawn between people with “organisational” responsibilities and others whose responsibilities were “operational”. While the Project Manager was responsible for the delivery on specific construction contracts, the Magistrate was not satisfied that the decisions he made affected either the whole of a substantial part of his workplace.

Workers should be conscious that while the decision of the ACT Industrial Magistrates Court will likely be persuasive in other jurisdictions, there is no rule of law which binds a court in another State or Territory to follow this decision.

August 2015 – Safe Systems of Work

Failure to conduct a risk/hazard identification and assessment resulted in Seahaven Services Pty Ltd (‘Seahaven’) pleading guilty to one charge for failing to provide and maintain for its employees, systems of work.

On 8 July 2014, while undertaking a demolition job, an employee was injured when he fell through plasterboard approximately six (6) metres into a stairwell below. Seahaven failed to ensure that risks of fall from height were identified prior to the commencement of the demolition. Seahaven was convicted and fined \$20,000.00 and ordered to pay costs in the amount of \$3,895.00.